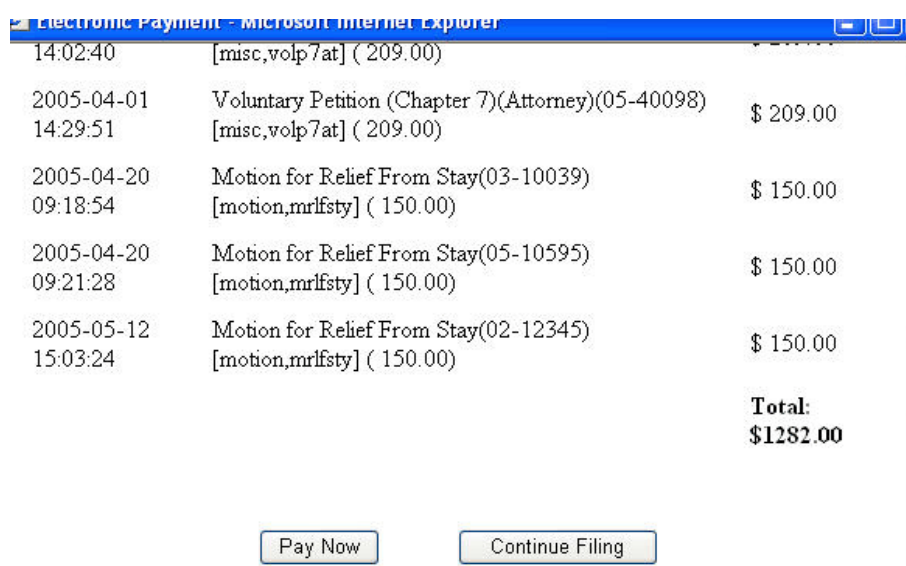


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### How to Pay A Fee

1. Click on the **Utilities** hyperlink at the top of the screen.
2. Select **Internet Payments Due**.
3. After a series of security windows, a window will open displaying a summary of your transactions.



14:02:40	[misc,volp7at] (209.00)	
2005-04-01 14:29:51	Voluntary Petition (Chapter 7)(Attorney)(05-40098) [misc,volp7at] (209.00)	\$ 209.00
2005-04-20 09:18:54	Motion for Relief From Stay(03-10039) [motion,mrlfsty] (150.00)	\$ 150.00
2005-04-20 09:21:28	Motion for Relief From Stay(05-10595) [motion,mrlfsty] (150.00)	\$ 150.00
2005-05-12 15:03:24	Motion for Relief From Stay(02-12345) [motion,mrlfsty] (150.00)	\$ 150.00
	<b>Total:</b>	<b>\$1282.00</b>

Figure 1

- ◆ Click the **[Pay Now]** button.

4. Clicking the Pay Now button contacts the U.S. Treasury's Pay.gov system and calls the **PAYMENT INFORMATION** box to appear. (See Figure 2.)

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

**Enter Payment Information**

Cardholder Name: *	
Billing Address: *	
Billing Address 2:	
City:	
State/Province:	
ZIP/Postal Code:	
Country:	United States
Card Type:	Visa *
Card Number:	* <a href="#">Reset</a>
Expiration Date:	/ *
Payment Amount:	\$0.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

[Continue](#) [Quit](#)

**Plastic Card Payment Steps**

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

**Figure 20**

- ◆ Enter your or your firm's credit card information.
- ◆ Enter the payment amount as in this example (\$150.00.)
- ◆ Click **[Continue]**.

5. The **PAYMENT SUMMARY AND AUTHORIZATION** screen displays. (See Figure 3.)

**Payment Summary and Authorization**

<b>Cardholder Name:</b> USBC <b>Billing Address:</b> 10 Causeway St. <b>Billing Address 2:</b> <b>City:</b> Boston <b>State/Province:</b> MA <b>ZIP/Postal Code:</b> 02222 <b>Country:</b> USA <b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 1 / 2008 <b>Payment Amount:</b> \$1,282.00 <b>Current Date and Time:</b> 05/12/2005 15:15 EDT	<b>Plastic Card Payment Steps</b> <ol style="list-style-type: none"><li>1. Select Payment Type</li><li>2. Enter Payment Information</li><li>3. <b>Authorize Payment / Payment Summary</b></li><li>4. Payment Confirmation</li></ol>
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**Authorization\***  
☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

**Confirmation Receipt Request**  
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Re-enter Email Address to Confirm:**

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

**Figure 21**

- ◆ Check the box authorizing the charge to your or your firm's credit card.
- ◆ Enter your email address twice so that a receipt for this transaction may be sent to you.
- ◆ Verify all of the information you have entered. Edit if necessary.
- ◆ Click once on **Make a Payment**.

**Note: SHOULD YOU BECOME IMPATIENT AND CLICK [MAKE PAYMENT] MORE THAN ONE TIME, YOU WILL BE CHARGED TWICE.**

Should this happen, contact the financial administrator for the court at 617-565-6993.